

ITSC 1309 (BCIS 1301 & COSC 1301) Integrated Software (Microcomputer) Applications

INSTRUCTOR: Tawny Lamb

OFFICE LOCATION: Room 509

OFFICE PHONE: (254) 298-8466

E-MAIL: tawny.lamb@templejc.edu

WEB ADDRESS: <http://www.templejc.edu/dept/cis/TLamb/lamb.htm>

PREREQUISITE: Keyboarding proficiency.

TEXTBOOK USED: *Microsoft Office 2007-Introductory Concepts and Techniques (Premium Video Edition)* by Shelley, Cashman, Vermaat. Published by Course Technology. ISBN 978-0-324-82684-5.

OTHER MATERIALS: a computer with Internet access, MS Office 2007 installed, and a CD-ROM drive (the college computer labs are available), pen drive or CDs for storing work.

HOURS: Three semester hours of college credit is given. Two lecture hours. Two lab hours.

COURSE DESCRIPTION: Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

This class is not intended for transfer to a four-year institution unless taken under either BCIS 1301 or COSC 1301.

LEARNING OBJECTIVES: At the end of this course students will:

1. Have a working knowledge of microcomputers and various prepackaged software applications.
2. Have knowledge of hardware and software selection and integration.
3. Be able to create, open, edit, save, and print documents created with MS Word 2007.
4. Be able to format, copy/paste, insert graphics and other objects, and use advanced features with documents created in MS Word 2007.
5. Be able to create, open, edit, save, create a chart, and print a worksheet created with MS Excel 2007.
6. Be able to use formulas, functions, what-if analysis with an MS Excel worksheet and format, edit, copy, paste and use advanced editing features.
7. Be able to create a database with MS Access 2007 and all related tables, queries, forms, and reports.
8. Be able to create, open, edit, save, and print a presentation in MS PowerPoint 2007.
9. Be able to insert graphics, tables, and other objects into a presentation created with MS PowerPoint 2007 and to add advanced features to each slide.

ATTENDANCE: Students are expected log on to the Desire 2 Learn (D2L) site at least once a week to check due dates, discussions, chats, or turn in work (see "ATTENDANCE" in the student handbook for Temple College). If you miss two or more due dates without contacting me, I may drop you from the course.

EXPECTATIONS: If you must miss a due date, notify me BEFORE that date to make arrangements for turning in assignments. If you do not notify me in advance, **no late work will be accepted**. Homework due dates are posted on D2L. **No makeup tests**. Exam dates are also posted on D2L.

EVALUATION: Final grades will be made up of Tests, Labs, and Homework as follows:

Test Average	= 50% of Final Grade
Case Problems	= 30% of Final Grade
Review Questions	= 20% of Final Grade

GRADING SCALE: Final grades will be assigned as follows:

90 and above	= A
80 to 89	= B
70 to 79	= C
60 to 69	= D
Below 60	= F

SCHOLASTIC INTEGRITY: Please refer to *Scholastic Integrity* in the Student Handbook, page 10. Your work **MUST** be your own and **MUST NOT** be copied or shared with other students. Scholastic dishonest will not be tolerated. If you are caught cheating on any work, you will be dropped from class and receive an "F" for the entire course.

DEPARTMENT POLICY: It is the policy of the Computer Information Systems department that no unauthorized personnel are allowed in any of the computer rooms (such as a child of a student taking a class). An authorized person is a student enrolled in a computer information systems class. Violation of this policy could result in you losing your lab privileges.

Instructor reserves the right to modify course requirements at any time based on the professional judgment of the instructor.